

*The preservice teacher  
knows the discipline...*

*Vocational Business Education*  
(Grades 9-12)

The beginning (preservice) vocational business teacher will demonstrate a knowledge of and/or competency in the following areas of study:

<p><b>1. Business Interrelationships</b> (G 1.4-5, 1.7-8, 1.10, 2.1-3, 2.6-7, 3.1-8, 4.1-8; CA 1, 3-6; MA 1, 3, 5-6; SC 8; SS 3-4, 7; HP 6; NBEA Interrelationships of Business Functions Standards, NBEA Career Development Standards-Level 4, NBEA Computation Standards-Level 4)</p>	<ol style="list-style-type: none"> <li>1. Discuss ethical standards in business;</li> <li>2. Assess personal interests, goals, and abilities which impact career options;</li> <li>3. Demonstrate sensitivity in communicating with a diverse workforce;</li> <li>4. Develop workplace readiness skills;</li> <li>5. Compare and contrast the different types of business ownership;</li> <li>6. Describe entrepreneurship opportunities;</li> <li>7. Identify ergonomic issues in the workplace; and</li> <li>8. Describe the advisors role in the implementation and management of a business student organization.</li> </ol>
<p><b>2. Accounting/Finance</b> (G 3.1-8, 4.1, 4.4-5; MA 1, 3, 5-6; HP 6; CR 3-4; NBEA Accounting Standards-Level 4; NBEA Economics and Personal Finance Standards-Level 4, NBEA International Business Standards-Level 4, NBEA Computation Standards-Level 4)</p>	<ol style="list-style-type: none"> <li>1. Define the various steps of the accounting cycle and explain the purpose of each step;</li> <li>2. Interpret financial statements;</li> <li>3. Calculate and maintain payroll records;</li> <li>4. Maintain accounting records electronically;</li> <li>5. Apply matching principles to accruals and deferrals;</li> <li>6. Compare current and fixed asset valuation methods;</li> <li>7. Apply appropriate accounting principles to income taxation;</li> <li>8. Apply accounts receivable and payable principles;</li> <li>9. Explain the impact of taxes on financial planning;</li> <li>10. Explain the advantages and disadvantages of savings and investment plans;</li> <li>11. Maintain banking records;</li> <li>12. Compare the costs of credit;</li> <li>13. Explain exchange rates and interdependence in international trade; and</li> <li>14. Identify the types of insurance associated with risks.</li> </ol>

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<p><b>3. Business Communication</b> (G 1.4-5, 1.7-8, 1.10, 2.1-3, 2.6-7, 3.1-8, 4.1-8; CA 1, 3-6; CR 6; NBEA Communications Standards-Level 4)</p>	<ol style="list-style-type: none"> <li>1. Prepare business documents using appropriate format and style;</li> <li>2. Use electronic communication technologies;</li> <li>3. Demonstrate effective written communication in the workplace;</li> <li>4. Demonstrate effective speaking and listening skills in the workplace;</li> <li>5. Plan, create, and deliver individual and group presentations;</li> <li>6. Interpret non-verbal communication; and</li> <li>7. Proofread, edit, and revise documents.</li> </ol>
<p><b>4. Business and Personal Law</b> (G 1.4-5, 1.7-8, 1.10, 3.1-8, 4.1-8; SS 3, 7; CR 5; NBEA Business Law Standards-Level 4, NBEA International Business Standards-Level 4)</p>	<ol style="list-style-type: none"> <li>1. Explain the law making process;</li> <li>2. Understand the role of local, state, and national laws and regulations;</li> <li>3. Explain the function of courts;</li> <li>4. Analyze contractual obligations;</li> <li>5. Recognize business crimes;</li> <li>6. Explain absolute liability and circumstances under which it is imposed; and</li> <li>7. Analyze the impact of international law on business.</li> </ol>
<p><b>5. Economics</b> (G 1.4, 1.7-8, 3.1-8, 4.1-7; MA 1, 3, 5-6; SS 4, 7; CR 4; NBEA Economics and Personal Finance Standards-Level 4)</p>	<ol style="list-style-type: none"> <li>1. Identify the basic features of economic systems;</li> <li>2. Describe the role of competitive markets;</li> <li>3. Describe the role of government in the economy;</li> <li>4. Describe economic relationships among nations; and</li> <li>5. Explain the function of domestic economic institutions and economic incentives.</li> </ol>
<p><b>6. Information Systems</b> (G 1.4-5, 1.7-8, 1.10, 2.1-3, 2.6-7, 3.1-8, 4.1-8; CA 1, 3-6; MA 1, 3, 5-6; SC 8; SS 7; HP 6; CR 7; NBEA Information Systems Standards-Level 4, NBEA Computation Standards-Level 4)</p>	<ol style="list-style-type: none"> <li>1. Process business information electronically;</li> <li>2. Understand imaging software and hardware ;</li> <li>3. Discuss communication hardware options;</li> <li>4. Diagnose and solve problems related to application software;</li> </ol>



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<b>Information Systems</b> <i>(continued)</i>	<ol style="list-style-type: none"> <li>5. Diagnose and solve problems related to computer hardware;</li> <li>6. Identify emerging hardware and software technologies;</li> <li>7. Select appropriate application software;</li> <li>8. Select appropriate hardware;</li> <li>9. Describe types of operating systems, environments, and utilities;</li> <li>10. Describe current programming languages;</li> <li>11. Describe machine transcription techniques; and</li> <li>12. Describe shorthand systems.</li> </ol>
<b>7. Keyboarding</b> (G 1.4, 2.7, 3.1-8, 4.1-8; CA 1, 3-6; CR 1; NBEA Information Systems Standards-Level 4 VI)	<ol style="list-style-type: none"> <li>1. Develop touch keyboarding techniques;</li> <li>2. Key text at acceptable speed and accuracy levels; and</li> <li>3. Identify ergonomic issues related to keyboarding.</li> </ol>
<b>8. Marketing</b> (G 1.4-5, 1.7-8, 1.10, 2.1-3, 2.6-7, 3.1-8, 4.1-8; CA 1, 3-6; MA 1, 3, 5-6; SS 7; NBEA Marketing Standards-Level 4, NBEA Computation Standards-Level 4)	<ol style="list-style-type: none"> <li>1. Develop a marketing plan;</li> <li>2. Describe product development and promotion;</li> <li>3. Compare and contrast marketing strategies for products, services, ideas, and persons;</li> <li>4. Explain the role of pricing in the marketing process;</li> <li>5. Understand distribution processes; and</li> <li>6. Explain how external factors influence marketing decisions.</li> </ol>
<b>9. Management</b> (G 1.4-5, 1.7-8, 1.10, 2.1-3, 2.6-7, 3.1-8, 4.1-8; CA 1, 3-6; MA 1, 3, 5-6; SC 8; SS 4, 7; NBEA Management Standards-Level 4, NBEA Computation Standards-Level 4)	<ol style="list-style-type: none"> <li>1. Compare and contrast the basic tenets of management theories and their importance;</li> <li>2. Explain the functions of management;</li> <li>3. Identify resources needed to start a business; and</li> <li>4. Describe the role of organized labor and its impact on government and business.</li> </ol>
<b>10. Program</b>	<ol style="list-style-type: none"> <li>1. Design, organize, and manage vocational programs;</li> <li>2. Vocational philosophy;</li> <li>3. Vocational advisory committees;</li> </ol>



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<b>Program</b> <i>(continued)</i>	<ol style="list-style-type: none"> <li>4. Program evaluation and follow-up assessments;</li> <li>5. Collect, interpret, and utilize community needs assessment information;</li> <li>6. Legislation affecting vocational education;</li> <li>7. Budget development and management;</li> <li>8. Business, industry, and community agency partnerships;</li> <li>9. Public relations; and</li> <li>10. Regulatory and statutory requirements.</li> </ol>
<b>11. Careers</b>	<ol style="list-style-type: none"> <li>1. Workplace readiness skills;</li> <li>2. Employability skills;</li> <li>3. Employment and entrepreneurship opportunities; and</li> <li>4. Career planning.</li> </ol>
<b>12. Development and Implementation of Vocational Curriculum</b>	<ol style="list-style-type: none"> <li>1. Write and evaluate vocational student performance objectives in the cognitive, psychomotor and affective domains;</li> <li>2. Design, implement, and supervise experiential learning opportunities;</li> <li>3. Integrated applications/contextual learning;</li> <li>4. Problems-based learning;</li> <li>5. Interdisciplinary team teaching;</li> <li>6. Adult learners; and</li> <li>7. Vocational instructional management systems.</li> </ol>
<b>13. Vocational Student Organizations</b>	<ol style="list-style-type: none"> <li>1. Philosophy and goals;</li> <li>2. Leadership development; and</li> <li>3. Program of activities.</li> </ol>